

DES POLICIES

We are a DES (Department of Economic Security) contracted childcare facility. Before DES assistance can be utilized our Accounts Receivable Department must have an authorization number, and details on what your co-pays will be, and the days you are authorized to use care. We will not be able to honor DES assistance until those items have been given to and approved by the program coordinator. You will be held responsible for the DES co-pays to the early learning preschool program, which will be billed at the beginning of each month for the prior month.

SIGN-IN/SIGN-OUT PROCEDURES

For the safety of your child, individuals will be required to show proof of ID to the site staff at any time. A child will not be released to an individual refusing to show ID upon request. Police will be called if a child is removed from the program by anyone refusing to show ID. Always bring an ID to the site. Do not assume you will not need it.

Department of Health Services requires that a parent or an authorized party sign a child in and out of preschool each day. To sign a child out, the parent or authorized party must sign in ink his/her full name, the date, and the time. The child must leave the site once he/she has been signed out. A child enrolled in preschool will be released only to those persons specifically authorized on the emergency information form (Blue Card). Exceptions cannot be made without advance written permission of the parent. If you are receiving DES assistance, authorized signers must be at least 18 years of age.

It is assumed that both parents have the right to pick up a child unless it is otherwise noted. If one parent has sole legal custody of a child, the office must have a legal document on file stating such. In the case of an extreme emergency only, the parent/guardian who registered the child for the program may call the school site to authorize emergency telephone release of their child to a designated person. Parents will be asked very specific information regarding their child prior to the release being authorized by the staff. Photo ID will be required from the designated person at the time the child is picked up from the site. This must be approved by the Program Director.

BEHAVIOR GUIDELINES

Because social growth is so crucial during the elementary years, the early learning preschool program will focus on helping children learn appropriate behaviors. Behavioral guidelines have been established with the goal of not only maintaining the physical and emotional well-being of each student, but also of teaching self-discipline, judgment, and manners. Positive techniques are used to guide children's behavior. Parents and staff are viewed as partners in guiding a child's development. Teachers and staff will work with parents to establish consistency for each child. Parents will be kept informed of problems should they arise.